**NI Museums Council Training Programme Booking Form 2024-25**

**TO BOOK:**

Fill in the booking form on the next page and email it to: **info@nimc.co.uk**

If you are filling in on behalf of somebody else, please include both booker and delegate email address.

*Please use one form per individual*

**PAYMENT**

We will issue an invoice to you for payment. Please advise if there is a Purchase Order number that needs to be assigned to the invoice.

Payment must be received, either by cheque or BACS, within 14 days of the training date. If you would prefer to pay for the training before the event, please contact us and we will issue an early invoice.

**CANCELLATION**

NIMC adopts a strict policy regarding cancellations. All cancellations must be in writing.

NI Museums Council does not offer refunds on cancellations made within two weeks week of the course date; however the place can be transferred to another person within your organization or who is also a member.

Cancellations two weeks plus before the event on bookings made via NIMC Booking form will be refunded minus a 10% admin fee.

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**Course Title:**

**Date:**

**Course Title:**

**Date:**

**Course Title:**

**Date:**

**Name of Delegate**:

**Job Title:**

**Organisation**:

**Address:**

**Tel:**

**Email:**

**Purchase Order Number:**

**Reason for booking training? Tick as many as apply**

[ ]  Interest in the topic

[ ]  Career progression

[ ]  Required for my current role.

[ ]  Changing your discipline in the sector

[ ]  Taking on additional roles or responsibilities

**Special Needs:**

We recognise that some applicants may have disabilities and we would be grateful if we could be informed as to where wheelchair access or other special needs requirements are needed.

**GDPR compliance**

I consent to my personal details being stored and used for contacting me about this course(s) and future training and development opportunities.

I consent to being contacted by (please tick all that apply):

Phone \_ Email \_ Post \_